

CONFIDENTIAL

DDA 86-1885
7 November 1986

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

25X1 FROM:
Executive Assistant to the DDA

SUBJECT: Federal Managers' Financial Integrity Act

25X1 REFERENCE:

25X1 1. The DDA is required to submit a report to the Executive Director by 20 November 1986 assuring that the controls specified in are managed efficiently and effectively. Therefore, please sign the attached form acknowledging your Office's internal accounting and administrative controls for FY 1986 and return to me by 15 November 1986.

2. If there are any exceptions, they should be incorporated in the statement together with an explanation of proposed corrective action.

25X1 Attachment

25X1 ORIG:EXA/DD (7 Nov 86)

Distribution:

- 1 - Each DA Office Director w/att
- 1 - DDA Subject w/att
- 1 - DDA Chrono wo/att
- 1 - EXA/DDA Chrono w/att

DDA REGISTRY
FILE: 30-10

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM: _____

SUBJECT: Federal Managers' Financial Integrity Act

REFERENCE: Internal Accounting and Administrative
Control Systems

1. As required by the reference, I have made an assessment of the operation of the internal accounting and administrative controls for all activities for which I am responsible.

2. In making that assessment, I have given full consideration, as required by paragraph e(1)(a) of the reference, to the substance of findings of internal management reviews, staff reporting, audit or inspection reports received during the year, and of reported preliminary findings of significance from reviews, audits, or inspections of process. Particular attention has been given to any findings relating to:

a. alleged waste, loss, unauthorized use, or misappropriation resources; and,

b. activities or proposed activities perceived to raise possible question of compliance with law, Executive Order, or regulation or that may otherwise appear improper.

3. None of the findings resulted in identification of a control weakness of sufficient materiality to warrant reporting as a material weakness in internal accounting and administrative controls.

4. Based upon the foregoing, I make the following certification:

"To the best of my knowledge, the activities taken place during FY 1986 within my Office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective."

Acknowledged: _____